

MONTANA SHARED CATALOG
Executive Committee Meeting
Monday, May 1, 2006
Missoula, Montana

MEMBERS PRESENT: Beth Chestnut, Alice Meister, Lee Phillips, Ann Rutherford, Sue Sillick, Marilyn Trosper.

MEMBERS ABSENT: None.

OTHERS PRESENT: Sarah, McHugh, Claire Morton, Bruce Newell, Mike Price, Jennie Stapp.

The meeting was called to order at 3:09 p.m. by Lee Phillips, Committee Chair.

MINUTES: Ann Rutherford moved and Sue Sillick seconded to accept the minutes of Tuesday, December 13, 2005. **Motion carried by acclamation.** Alice Meister moved and Sue Sillick seconded to accept the minutes of Friday, March 31, 2006 as presented. **Motion carried by acclamation.**

FY2006 BUDGET UPDATE and FY2007 PROPOSED BUDGET: Claire Morton distributed a handout with an update of the FY2006 Budget on one side and the proposed FY2007 Budget on the reverse. She explained the expenses for the Training category and the additional breakdown highlighting Sirsi Training and the 2006 Conferences. New Library training @ \$500 each is projected on an estimation of how many libraries join. Six people attended the 2006 Sirsi Conference. Expenses were higher because of extended stays and the focus of the training workshops. Sarah McHugh noted that it may not be necessary for two administrative staff to attend each year – perhaps alternating every other year would be adequate. Help in labeling the line items in the training category is requested for next year as well as asking the membership their desire in spending this category. Some claims are still outstanding including a training trip to Billings for Heidi Sue Adams and tomorrow's meeting expenses.

Discussion centered on reassigning amounts within the FY2007 Training category and keeping the total at \$12,500.00. If the membership chooses to raise the total, then their costs increase also. The consensus is to adjust the Training line items as follows: Continuing Education (1,000), Sirsi Trainer (2,000), Printing manuals (zero), Meetings (1,500), Library Training (500), Conferences (7,500), New Library training (monitor). The 2007 Sirsi Superconference will be in Colorado in February 2007. Sending a minimum of five individuals to represent the four types of libraries plus administration is desired. When it is known what type of sessions will be offered at the conference, the MSC could network with other Montana Sirsi users who are planning on attending. This would help in a decision about MSC representation at the conference. A spreadsheet has been compiled outlining the details of the ongoing cost formula and a breakdown of the Sirsi bill. It contains everything that has been combined in FY07. Our agreement with Sirsi is unique and our bill may have contained some errors. The proposal to transfer the MSC fiscal responsibility to the State Library is included in the packet currently before the Governor. It then goes to the Legislature in January with the transfer effective in FY2008 if approved. To date, there has been no discussion regarding any overhead charges for the State Library. It is important that the membership has the most up-to-date figures and information. However, the Executive Committee needs to have some flexibility to make changes. To facilitate these objectives for future meetings, Mike Price offered to make changes

after each Executive Committee meeting and print the document before regular membership meetings.

Alice Meister moved to accept the updated FY2006 Budget as presented and to approve the FY2007 Proposed Budget with noted changes in the Training category; Ann Rutherford seconded. **Motion carried by acclamation.**

FY2007 ONGOING COST FORMULA: Sarah McHugh presented the spreadsheet for the proposed FY2007 Ongoing Cost Formula. She pointed out and explained that starting in 2004, Sirsi moved to the level of bibliographical records rather than a model approach so the “Sirsi Maintenance” column reflects differences in that cost for individual libraries. Annual invoices will be out in June with a payment deadline date of August 31st. Electronic payments need written authorization and routing information. Schools will need to make out purchase orders before the end of this school year so that payments are received in a timely manner. The suggestion was made to color code the spreadsheet in the future. Sarah reminded everyone that the Executive Committee will be looking at and discussing alternative ongoing cost formulas this summer in order to have a proposal ready for the fall meeting. Input and ideas from the membership will be solicited including the dollar amount desired for cash forward. Some line items can be reasonably inflated but it is important not to label anything as a contingency fund. Everyone needs to keep in mind things that are on the horizon, potential risk, maintenance of the EPS server, etc. Determining what will be ongoing and figuring actual numbers for FY2008 is important so that libraries can look at the figures and not be horrified at the amount. Some members have requested that their costs be subsidized by MSC. Ann Rutherford moved to accept the ongoing cost formula as presented; Alice Meister seconded. **Motion carried by acclamation.**

MEMBERSHIP MEETING PLAN: Since so much of tomorrow’s topics overlap and inform on the other, Lee Phillips asked members of the Committee to help keep the discussion moving forward. Announcement of any housekeeping details will occur at the beginning of the meeting. Missoula Public Library will set up a laptop for notetaking and a volunteer will be asked at the meeting to take minutes. Four copies of the tally sheet need to be available to conduct roll call, with proxies verified, and to record votes. A spokesperson will provide input and feedback from each of the informal library gatherings during a short comment period. Lee will make a list of the 2006 Sirsi Conference presentations and attendees will each give a short report. Members will be encouraged to submit their name if they’d like to attend the conference in 2007. The Java Client overview will be 1:30 to 4:30 p.m. on Wednesday, May 3rd at the Missoula Public Library. A date and location for the fall meeting needs to be determined before adjournment.

NEW BUSINESS: Lee Phillips informed the Committee, with great sadness, that she is resigning her position as chair of the Executive Committee. She recently learned that she will no longer have a position at Highwood School. Her resignation is effective after tomorrow’s membership meeting and someone will need to be appointed to serve at the Committee’s discretion. Lee said she has enjoyed her affiliation with the Montana Shared Catalog and will miss everyone.

Five \$10,000.00 awards will be announced in June for the SIRSI/DYNIX Better Communities Award in which the Montana Shared Catalog has been nominated.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Marilyn Trospen
Executive Committee, Vice-Chair